

C. INFORMATION NEEDED TO DETERMINE ELIGIBILITY

Purpose: This section includes rules and procedures on what happens when a client applies for benefits and the department needs other information to determine eligibility.

Effective July 1, 2002

WAC 388-406-0030 Do I need to submit other information after I apply for benefits?

- (1) When we get your application for benefits, we decide if other information is needed to determine your eligibility for benefits. If so, we give you:
 - (a) A written request for what is needed and for proof if required under WAC 388-490-0005; and
 - (b) At least ten calendar days to give us the information.
- (2) If you ask orally or in writing for additional time to give us requested information, then we give you at least ten additional calendar days.
- (3) If you give us some of the information we requested, we give you:
 - (a) A written request for what is needed to determine eligibility; and
 - (b) At least ten additional calendar days to give us the information.
- (4) If you are eligible for necessary supplemental accommodation (NSA) services under chapter 388-472 WAC, we help you comply with the requirements of this section.

WORKER RESPONSIBILITIES

1. See **VERIFICATION**. Whenever possible, obtain verification by phone. For cash, food, family medical assistance, and long-term care programs, verify an applicant's circumstances if needed to determine eligibility.
2. Use cross-matches and alerts whenever possible to verify a client's income or expenses.
3. For pregnancy and children's medical programs, do not request information on resources. Request information on income only if questionable.

4. Do not request a specific form to determine eligibility. For example, do not request a landlord statement. Instead, ask for what is needed to determine eligibility such as an address, household composition, and shelter costs. Give or send the client any departmental or approved local-office forms that would help give us the information we need to determine eligibility.
5. See WAC 388-406-0040 for what to do if the application process is delayed.